

Rivka R. Goldstein, PMP

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*Results driven
project management
with significant
professional
business operations
experience.*

*Ability to deliver
substantial
productivity and
quality through well
managed, on time
projects.*

*Particularly strong
in managing
small teams.*

Core Competencies

- Organizational project management
- Innovative editorial, design and marketing
- Cost reduction and avoidance
- Communications, staff and customer support
- Vendor selection, negotiations and procurement management
- Multi-tasking with aplomb, ability to support multiple projects
- Experienced in Microsoft Suite, Project 07, ACT and Maximizer CRM
- Effective communications with all stakeholders
- Interest in Agile methodologies, time management, timeboxing.

Professional Accomplishments

Managing Editor / Production Manager

Jewish Holiday Consumer Magazines and Newspapers 1995-2008

- Envisioned and founded new publication
Grew company from start-up with 3 editions to over 50.
- Coordinated all editorial content, design, typesetting, networking and digital issues for 50+ syndicated newspapers and magazine editions
- Supervised multi-disciplined staff of 8
- Created budgets and forecasts to ensure profitability
- Selected vendors and handled all contract matters
- Managed all printing, fulfillment and procurement issues, resulting in direct-mail distribution to 250,000 homes world-wide
- Executed projects on budget and on time using best-practice project methodology
- Developed online marketing strategy resulting in brand awareness and increased customer base

Project Manager

CCHF Heritage Foundation, Suffern, NY 2008-2009

World-wide non-profit with programs in 650 cities

Donor Research & Fulfillment

- Maintained networked database and records of major donors and correspondence which resulted in increased donations
- Supervised all communications between donors and organization
- Directed ancillary staff for fundraising dinners and campaigns greatly reducing program costs
- Supervised creative staff on special mailings and campaigns (Raffle, Investors' newsletter) to create awareness and raise funds
- Directed printing, mailing and distribution of all printed matter including campaigns, Investors newsletter, magazines and catalogs

Fundraising & Program Development

- Coordinated wholesale fundraising campaign including all correspondence, telephone conferences, communications, billing and payments raising \$500,000 for the organization.
- Planned and executed parlor meetings with major donors, including publicity, graphics, pre-event mailings, and event details.

Special Accomplishments

- Implemented cost cutting on mailing, distribution and office expenses, saving thousands
- Applied Defect Analysis and Risk Identification
- Initiated creative solutions to cut expenses and streamline efforts
- Originated and effected electronic media delivery, cutting costs and streamlining systems.
- Authored Corporation documents and interfaced with attorney to obtain Canadian Tax Exempt Status eliminating transfer fund charges
- Conducted auto purchases, corporation and municipality issues

Outreach and Event Planner

Chabad Outreach Center, Albany, NY

1984-1994

"Fiddler on the Mall" Jewish Festival — attended by 10,000 yearly

Children's Expo — attended by 10,000 yearly

Coordinator

International Women's Convention — Albany NY and Twin Cities, MN

Certification

Project Management Certification, Member, PMI